




# Guidance for staff: videoconferencing with students – updated 4/22/2020

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## **NEW:** Under what conditions do we use videoconferencing tools?

Here are our district values and parameters for videoconferencing with colleagues and students:

- Use these tools to build community, support social-emotional learning, and supplement instruction—for example, to hold a Q&A session or a morning meeting. Our goal is to balance the positive aspects of these tools with our higher priority goals of access and equity when at all possible for our students and families.
- Make sure you are familiar with and comfortable with the recommended settings for security and privacy. Some of these have been updated since our April 1 guidance, so please double check this document.
- Follow the lead within your building as to how these tools will be used. Include your supervisor in videoconference invitations/communications.
- Keep your principal(s) informed if there are student behavior issues that come up during a videoconference.
- Coordinate with your building to avoid overlapping times so that students do not have to choose between competing classes.
- Maintain healthy work-life boundaries and videoconference only during typical school hours
- Only videoconference with two or more students at a time, not 1:1.

DO NOT:

1. **Do not record videoconferences. Due to FERPA and public records concerns, DO NOT record videoconferences as a typical practice. If you believe you should record a videoconference for some reason, communicate with your supervisor and Executive Director Jay Jordan.**
  - Do not use for direct instruction of new material – use asynchronous methods instead, like recording and posting a narrated slideshow or video.
  - Do not require student attendance

## NEW: Public Records considerations

Please do not use district Zoom accounts to arrange personal or social meetings. Remember that all meetings you organize through your district account are subject to public records disclosure, including meeting title, meeting description, duration and participants. If you have any questions about this, please contact your supervisor.

## NEW: Counselors and Special Education staff

If you are a counselor or member of the special education staff, you have slightly different parameters than our general certificated staff because of your need to deliver specialized instruction or services. Please follow these general guidelines, **except where they differ from** the specialized guidelines you will receive within your department/team.

## NEW: Paraeducators

Paraeducators who work with students for special education or other services can interact with students according to these guidelines as well within the parameters of your role in providing instruction or support. Please review any additional guidance from your supervisor(s).

## NEW: Taking and posting photos

Straight from the mouth of Zoom: “Teachers: We encourage you to NOT post pictures of your virtual class on social media or elsewhere online. While it’s fun to share in the excitement of connecting over Zoom, we are particularly committed to protecting the privacy of K-12 users and discourage publicly posting images of students, especially minors, in a Zoom virtual classroom.”

Please continue to use your best professional judgement and be aware of student privacy.

## UPDATED: Want to videoconference with students?

Expect updates to this document if Microsoft Teams Meetings become available (we continue to wait on updates to our Microsoft account to enable this feature).

Does an effective teacher need to use videoconferencing? No.

Video conferencing is not a primary learning tool for experienced online educators. Do it for fun, fielding Q&A, and to stay connected with students – but consider other options (Flipgrid, asynchronous collaboration, Teams channels, Seesaw) as your primary remote learning tools.

Please consider the technical and scheduling challenges students face in accessing videoconferencing opportunities before you make this a part of your remote learning plan.

Considerations for videoconferencing:

1. Consider equity and access problems carefully such as:
  - a. Shared devices with siblings
  - b. Competing classes meeting at the same time

- c. Inability for student to be “on time” for a class meeting
  - d. Need for accommodations and support for students with disabilities or who are language learners
  - e. Other social factors, such as lack of a quiet place in a student’s home, that might limit students’ participation
2. Don’t build a system that relies on you to make heroic efforts. Remember that you are a human, and **there are no subs**. Look for ways to collaborate and build sustainability into your workload in case you or a loved one were to become ill, or if other life circumstances were to interfere.

## Professional and personal boundaries:

Be thoughtful about your appearance, location (setting and background), background noise or distractions.

If you anticipate parent concern about teleconferencing, you could include a reminder in the information you share with families when these sessions are set up.

“If you choose to turn on your student’s webcam for this session, please bear in mind that your student’s classmates and others in their homes will be able to see your student and any other activities within the frame of your webcam. Please be mindful of this audience by keeping activities in view of your camera appropriate. Out of respect for student privacy, we ask that you limit viewers of the teleconference to your student and family members who are necessary to facilitate your student’s participation in the learning activities.”

## Special education and privacy considerations

Since Zoom gives users the option to turn off their camera, families can make their own decisions about whether to make their student visible to others, so the district isn’t the party who is making the choice to share this visual information.

The student’s face in the classroom is not an education record, which is why we can allow parents and observers to visit classrooms without getting a FERPA release from every other student’s parent. Similarly, you don’t need a FERPA release in this context, because the information that is available through a real-time Zoom session is not student information contained in education records.

## Using Microsoft Teams

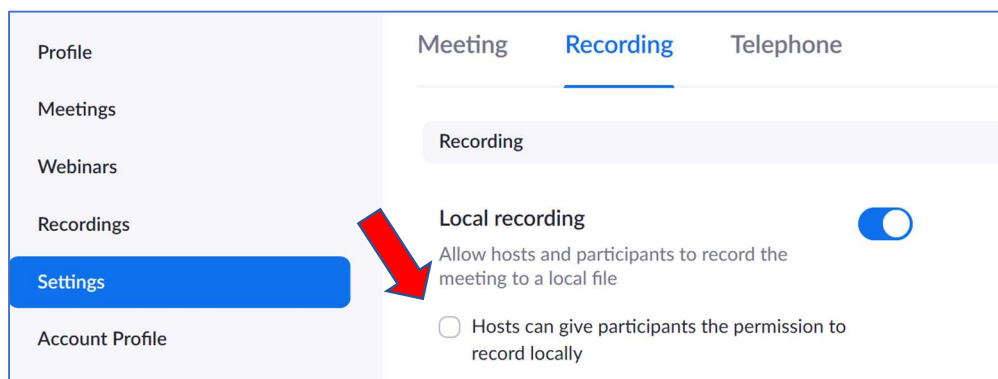
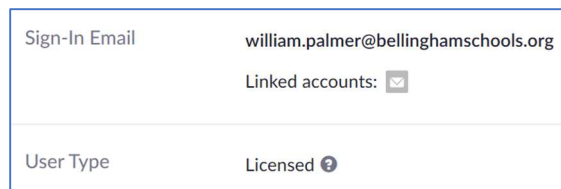
[this section will be updated when Microsoft Teams Meeting becomes available. Teams is our preferred method for working with small groups of students online, because it integrates with Office 365 tools, has easier compliance with public records law, and allows for transcription and translation.]

# UPDATED: Using Zoom

These guidelines are adapted from the [School Administrator's Guide to Rolling Out Zoom](#), guidance from legal counsel, public records law, and recommendations from other school districts.

Before setting up a meeting:

- Students under the age of 18 should not create a Zoom account. They should only be joining Zoom meeting sessions as participants through the teacher account. Minors are not permitted to create accounts per Zoom's terms of service.
- If you have not already done so: Confirm your Zoom account is connected to the Bellingham school district account. Click on "My Account" and "Profile" and scroll to verify that your sign-in email is your district email, and your user type is "Licensed." You must use your school email address, not a personal email to use Zoom with students. If you have a personal account, do not use with students.
- Except for certain groups of staff, like counselors, there must be at least two students participating on any Zoom meeting with a Bellingham School District staff member. Do not engage in 1:1 video conferencing with students.
- If you need to meet with a student 1:1, there must be another adult either in the home and actively part of the conference, or remotely joined the video conference with the student.
- Double-check your recording settings. Local recording should be disabled as a default and cloud recording is automatically disabled. **Due to FERPA and public records concerns, DO NOT record video conferences as a typical practice. If you believe you should record a videoconference for some reason, work with your supervisor and Executive Director Jay Jordan.**



- Double-check the following meeting options are set correctly: **Disable Join before host and Private chat.** We recommend **not** allowing participants to share screens. You can manually change this during meetings by promoting a student or another adult in the conference to be a co-host: <https://support.zoom.us/hc/en-us/articles/206330935-Enabling-and-Adding-a-Co-Host>

**Join before host**

Allow participants to join the meeting before the host arrives

**Chat**

Allow meeting participants to send a message visible to all participants

Prevent participants from saving chat

**Private chat**

Allow meeting participants to send a private 1:1 message to another participant.

**Screen sharing**

Allow host and participants to share their screen or content during meetings

**Who can share?**  
 Host Only  All Participants

**Who can start sharing when someone else is sharing?**  
 Host Only  All Participants

**Whiteboard**

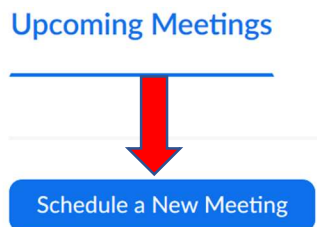
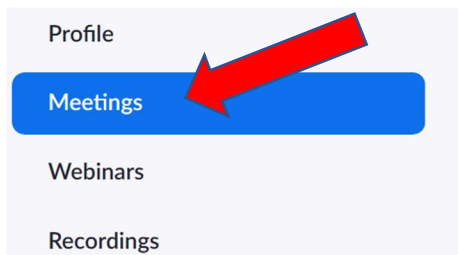
Allow participants to share whiteboard during a meeting

**Remote control**

During screen sharing, the person who is sharing can allow others to control the shared content

Scheduling a Meeting with Students:

Click on Meetings → Schedule a New Meeting



Enter Topic (recommend including the target audience and purpose: Period 1 Biology Q & A), optional description, and set the time and duration:

Topic	Math: Ask the Teacher
Description (Optional)	Time for geometry students to ask for help on weekly assignments.
When	04/08/2020  12:00  PM
Duration	1  hr 0  min

Select Recurring Meeting if you plan to offer this meeting at the same time each week.

Check the “Required” box for registration. This ensures that students register with correct names and email, and you as the host determine which participants may join your meeting. For more information on registering, see: <https://support.zoom.us/hc/en-us/articles/211579443-Registration-for-Meetings>

Registration	<input checked="" type="checkbox"/> Required
Meeting ID	<input checked="" type="radio"/> Generate Automatically <input type="radio"/> Personal Meeting ID 788-677-1094
Meeting Password	<input type="checkbox"/> Require meeting password

Passwords are optional, by requiring registration you should be preventing any unwanted participants in the meeting:

Leave Video buttons off for both host and participants. This ensures that you and students will be actively turning on video when you are ready.

Video	Host	<input type="radio"/> on <input checked="" type="radio"/> off
	Participant	<input type="radio"/> on <input checked="" type="radio"/> off

Mute participants before entry and enable the waiting room. The waiting room ensures that the host determines who can join the meeting.

Meeting Options	<input type="checkbox"/> Enable join before host
	<input checked="" type="checkbox"/> Mute participants upon entry
	<input checked="" type="checkbox"/> Enable waiting room
	<input type="checkbox"/> Only authenticated users can join
	<input type="checkbox"/> Record the meeting automatically on the local computer

Click Save

Retrieve an Outlook Calendar invite under the Time heading to add this to your Outlook calendar. Click ‘Save and Close’ after opening the Outlook calendar file.


Time	Apr 8, 2020 12:00 PM Pacific Time (US and Canada)
Add to	Google Calendar
	Outlook Calendar (.ics)  Yahoo Calendar

Copy the invitation URL and share with your students via email or Teams:

**Invite Attendees**

People are required to register before joining this meeting.

Registration URL: [https://zoom.us/meeting/register/vpctduqhqD0ixknGX\\_c-qu0omqx\\_HldvsQ](https://zoom.us/meeting/register/vpctduqhqD0ixknGX_c-qu0omqx_HldvsQ)

 Copy the invitation

The invitation link will ask students to fill out their name and email address:

First Name*	Last Name*
<input type="text" value="Niall"/>	<input type="text" value="Horan"/>
Email Address*	Confirm Email Address*
<input type="text" value="horannia001@bellingshamschools.org"/>	<input type="text" value="horannia001@bellingshamschools.org"/>

Following prompts to enter name and email address, students will receive a URL to join:

Please click this URL to join. <https://zoom.us/j/330139668?tk=Xdj0KkHy8Oi0sq9WEJEkzy5ydJu77Lnl3psxIA97tig.DQEAAAAAE62IFBZpZGItdkRFaFNnaWF5Zm5HY29KMDBRAA>

### Launching a Meeting:

Prior to the meeting starting, retrieve your Outlook calendar item with the link to join the meeting, or find the meeting under the upcoming meetings area on your Zoom dashboard. You may also manually approve or review the participant list prior to meeting.

### Managing participants during a meeting:

(For more information go to <https://support.zoom.us/hc/en-us/articles/115005759423>) Host options include:

- Lock the meeting: When you lock the meeting no new participants can join. Find this option in the Participants box.
- Expel a participant: Move over a participant's name and click Remove. They can't get back in if you then click Lock Meeting.
- Disabling Video: Instructors can turn participant video off and request to start participant video.
- Mute participants or mute all: Instructors can turn mute/unmute participants or all. This allows you to block unwanted noise from the meeting.